

C O N F I D E N T I A L

27 JUL 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (20-26 July 1983)

Office of the Director

* On 20 July the Director of Information Services and two other members of the Office, along with representatives from the Offices of Security and General Counsel, attended an interagency meeting sponsored by the Director, Information Security Oversight Office (ISOO) to discuss the first year of experience under E.O. 12356. Types of unauthorized disclosures which should be reported to ISOO were discussed and the necessity to coordinate with the Department of Justice the method for reporting such disclosures was cited. ISOO is planning to establish a ~~working group to look into problems associated with all aspects of~~ classification, including access to Executive Branch classified information.

Classification Review Division

CRD has completed action on the 232 documents which CBS submitted for Agency review relative to the CBS/Westmoreland case. CRD is now sanitizing for release the remainder of the Vietnam documents which the DI found as a result of the CBS "right of discovery" search.

CRD personnel reviewed three manuscripts (217 pages) for PRB, one document (51 pages) in the Foreign Relations of the U.S. series for the Department of State, 18 Summaries of Agency Employment (25 pages), and two miscellaneous (55 pages) documents.

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where marked

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Records Management Division

New filing equipment which was recently installed in the Foreign Broadcast Information Service/DS&T Registry has proven to be defective. Inspection by RMD personnel showed that the equipment presents a safety hazard. This is being reported to the Office of Logistics as a warning that such equipment should not be included in any future procurement action.

The Office of Central Reference (OCR)/DI recently announced that they had discovered a number of OSS records in their files. The Information Management Staff/DO had reviewed these documents and indicated no interest in them. RMD representatives met with OCR to discuss the situation and decided that the records require continued retention in the OSS collection and may eventually be referred to NARS.

The Office of the Federal Register is considering offering microfiche copies of the Code of Federal Regulations (CFR) and is conducting a survey to determine the extent of interest. An RMD survey determined that all offices currently receiving the CFR would prefer to continue receiving paper copies because of the ease of interoffice routing, annotating on copies, and elimination of reader/printers for this single purpose.

The Office of Finance (OF) has eliminated ten more obsolete forms. Two of these forms, used Agency-wide, are no longer needed because of a change in financial obligation procedures. The other eight forms were used only by OF.

The collateral Top Secret document audits of the Office of General Counsel, the Office of Technical Service/DS&T, and the Office of Central Reference/DI Top Secret Registries were completed. This brings the total number of audits conducted during the past year to 35.

Regulations Control Division

RCD currently is processing a total of 122 jobs which consist of 89 regulations, 13 handbooks, 18 notices, and two miscellaneous issuances. Of these, ten issuances were forwarded for DDA and DDO approval, 17 issuances were prepared for publication by P&PD, and 12 issuances were published.

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The final draft of [redacted] was received in RCD on 20 July and is being edited and retyped. Some additional portions including the seven-page index and 43 pages of figures also are expected soon from O/DDA and will be incorporated into the handbook which has received extensive review throughout the Agency.

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The Office of General Counsel (OGC) requested RCD research assistance on Agency regulations dating back through 1967 which deal with policy on journalists, clergy, and academics. OGC intends to analyze the historical development of these regulations to assist in preparing a study on Agency legal policy in this area.

Information and Privacy Division

A separate report is attached.

Attachment:
As stated



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OIS/EXO/ [redacted] (27 Jul 83)

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